

## JOB DESCRIPTION

**Job Title: Administrator**

**Department: County Commission**

**Reports To: County Commission**

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

### **QUALIFICATIONS:**

- Minimum education of an Associate Degree or two years experience in government functions.
- Experience in working with computers, fax machines and office equipment.
- Strong written and oral communication skills.
- Demonstrates superior skills in planning, organization and management.
- Ability to positively communicate and interact with the public and respond to public issues.
- Background in the Human Resources field a plus.
- Must have a valid driver's license.

### **TEMPERAMENT:**

Leadership personality with ability to relate and communicate on all social levels. Must be capable of quick and clear thinking under pressure and in emergency situations.

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Effective Date: 2/10

Revision Date:

Review Date: 2/10

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<b>Responsibility Area and Performance Standards</b> (Evaluated with team member input)		Performance Rating*			
* Performance Rating Key: 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
40%	<b>ATTITUDE</b> <ul style="list-style-type: none"> <li>Communicates positively and courteously with people throughout the Courthouse Complex.</li> <li>To provide superior service and safe service to citizens of the community.</li> <li>Strive to exceed the citizen's expectation.</li> <li>Always be respectful to everyone.</li> <li>Provide the highest level of respect to co-workers, citizens and customers.</li> <li>Must be able to change, adapt, follow through and communicate professionally.</li> <li>Set high standards, act ethically and professionally, dedicate themselves to excellence.</li> <li>Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.</li> <li>Honest and ethical treatment in all dealings.</li> <li>Consistently wears appropriate attire.</li> <li>Keeps work areas clean and neatly organized.</li> <li>Is flexible and takes the initiative to improve performance.</li> <li>Expresses appreciation, offers compliments and encouragement</li> <li>Is a good team member</li> <li>Gives criticism to co-workers in private.</li> <li>Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.</li> </ul>				

<b>Responsibility Area and Performance Standards</b> (Evaluated with team member input)		Performance Rating*			
* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
60%	<ul style="list-style-type: none"> <li> <b>Administrative Duties :</b> <ol style="list-style-type: none"> <li>Effectively administers plans, interprets and executes policies established by Commission.</li> <li>Perfects and submits to the commission for approval a scheme of organization of the personnel and others concerned in the operation of the courthouse.</li> <li>Participates in the preparation, interpretation of budget including the anticipated expenditures.</li> <li>Ensures the ongoing development of services responsive to the needs of the community.</li> <li>Develops community relationships which enhance the image and utilization of the courthouse.</li> <li>Cooperates with other offices and secures like cooperation on the part of all those involved in rendering professional services with an end result of all citizens receiving the best possible benefit.</li> <li>Submits regularly to the Commission reports relating to professional services and to financial activities of the courthouse and prepares and submits any special reports that may be required by the commission.</li> <li>Attends Commission meetings as needed to stay well informed on all current issues before the Commission.</li> <li>Develops strategic operational plans for the courthouse in coordination with the Commission and other key constituencies, focusing on what is best for Morgan County citizens.</li> <li>Provides effective management to courthouse employees placing emphasis on teamwork, cooperation, and the spirit of pulling together towards the same goals. Recognizes and rewards team building effectiveness and communication.</li> <li>Collaborates with other county administrators to further provide better service to the community.</li> <li>Identifies and selects sources for the provision of needed services.</li> <li>Serves as a positive role model in the community representing the Commission's highest standards in all interactions.</li> <li>Ensures compliance with all regulatory agencies and has a working knowledge of the WV Code.</li> <li>Oversee the Commission office, E911, and Maintenance operations.</li> <li>Oversees efforts to obtain grants for the county.</li> <li>Provides guidance on personnel issues and direction as needed.</li> <li>Keeps current on law changes and provides staff education as needed.</li> <li>Actively seeks ways to improve processes to make office more efficient.</li> <li>Keeps Commissioners well informed on all current issues.</li> <li>Oversees the Animal Control officer and makes monthly inspections.</li> </ol> </li> </ul>				